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>> Welcome to the Native Hawaiian Library Services Grant
Webinar. Because this is being recorded this will be posted on
the website within a day or two. If you want to save the
slides, if you go up to file and then hit save and then under
white board, you can actually save these.
>> Can you let us know how that you hear us by typing in
the chat box, please?
>> Great, perfect. Thank you very much. I'm James
Lonergan. I'm here with my colleague.
>> Mary Alice Ball.
>> We will cover background information on IMLS and Native
Hawaiian Library Services Grant Program, what types of projects
have been funded? What are the building blocks of a good
proposal? What are some gaps and Pitfalls? What does the Peer
Review Process entail?
We will rely on you to read the guidelines carefully for
details on what is required and how to complete the forms and
submit the application. You can find the program guidelines at
http://www.imls.gov/applicants/native_hawaiian_nofo_2015.aspx
>> What's new? New IMLS team, OMB grant reform,
simplification, consistency and transparency, guidelines,
notification of funding opportunity and change in basis indirect

cost rates. Some background information. The 2012-20176 IMLS strategic goals are learning, IMLS places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society, community, IMLS promotes museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality, content, IMLS supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage. This webinar is on Native Hawaiian Library Services Grants. Who is eligible? Native Hawaiian Library Services grants are available to nonprofit organizations that primarily serve and represent Native Hawaiians as the term is defined in 20 USC 7517. The term Native Hawaiian refers to an individual who is a citizen of the United States and a descendant of the aboriginal people who, before 1778, occupied and exercised sovereignty in the area that now comprises the State of Hawaii. When is the deadline? Native Hawaiian Library Services grants are due at 11:59 p.m. April 1st through grants.gov.

What are Native Hawaiian Library Services Grants? They are competitive grants of up to $150,000 for one or two-year projects. What types of activities can be funded? Expanding services for learning and access to information and education resources in a variety of formats, establishing or enhancing electronic and other linkages, providing training and professional development, developing public and private partnerships, targeting library services to individuals of diverse geographical, cultural and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills, targeting library and information services to person having difficulty using a library and to underserved urban and rural communities, developing library services that provide all users, access to information through local, state, regional, national and international collaborations and networks, and also carrying out other activities that are consistent with this subchapter in the law.

How are awards determined? Enhancement grants undergo peer review process. The IMLS director makes the decisions based on the reviewer's evaluations. You can get more information on the website. You do want to make sure you follow all of the links in the guidelines to get all of the information that you need for applying. What types of projects are funded? Access to library and literacy services, digitization of unique archival collections and creating on line digital collections, digitization of family and historical photos accompanying oral interviews. Access to cultural heritage resources, digital

literacy skills, college readiness programs and traditional knowledge and language revitalization. So two things you want to remember in preparing your applications, please, again, read the guidelines carefully, the step by step instructions that help you to complete the application. Also provide clarifications of policies and regulations that govern grants and description of criteria reviewers will use to evaluate your proposal. If anything is unclear, if you want feedback on your application or ideas, please email us at NHLS help@IMLS.gov. However, please do note that we are not able to review draft applications. So for the proposal itself, the building blocks include and we start at the bottom with the community wide library services needs assessment then moo we move onto the project planning using the review criteria as your guide and develop goals, objectives, project time lines, determine the resources needed and develop the budget, prepare other required documents, and prepare and gather any of the supporting documents. Then write the proposal. So for the library service needs assessment, reviewers will look for a formal or informal assessment of the community needs and library capacity to understand how the library addresses that need. They will look for baseline data that can be used to determine project results. They may use informal conversations, surveys, focus groups, one on one discussions, community meetings, and however, else you communicate with all community members, not just library users. But the baseline information to measure success at the end of a project, you can ask questions like what services do you use now at the library? What does the library do well? Why do you come to the library? To help with determining priorities and a focus for your project, you may want to ask what could be improved in our library services? What services would you like to see in the future? What do you think should be the library's number 1 priority in the next two years? If you don't come to the library, what services could we offer that would bring you in? So you want to compile the information from your needs assessment and sift through the priorities that emerge. What are the one or two needs that rise to the top? Then ask do these community priorities fit with the library's mission? Is this something that's appropriate for the library to do? What will you need to be successful? Where can you get advice? Who are the experts? You check back with community members as you get input and revise as necessary. What are the current best practices for this type of project? What are other libraries doing that works well? And very importantly, do you have a project that is realistic and doable. The reviewers will be looking at that. In developing your goals and objectives, you want to look at why are you doing this? What is the purpose?

What change are you trying to bring about? What benefit will it
bring to the community? Is it a reasonable return on the
investment? What group or groups will you target? How will you
measure the results and evaluate your project's impact? And
will the project be sustainable? We also want to look at the
resources and budget. What are the necessary skills and
expertise? Will you be using current staff, will you be looking
to outsource the work, using consultant, training? Can you
lower the cost of sharing infrastructure or by collaborating?
What is the practical work plan? Is it cost effective and
efficient? And also, can you provide any cost share? That is
not required, but you would want to include that. And you want
to prepare any other required or complimentary documents, the
guidelines some are conditionally required and that includes the
digital content supplementary information form, and also
supporting documents could include needs assessment, letters of
support, plans or reports. Now going to turn it over to.
     >> Let me know if I need to speak louder or softer. Just
give me a heads up, please. So let's talk about writing the
proposal. There are four components to the proposal's
narrative. First, the introduction and assessment of needs, and
the narrative we are talking about is eight pages overall. And
so these break down are really just, you know, generalizations,
and you can do as you see fit. But typically for that
introduction, assessment of needs, we think of that in terms of
roughly two pages. Then the project goals and expected results.
Covering one and a half pages, project design and required
resources, two pages, and finally the fourth component is
performance goals, communication and sustainability for around
2.5 pages. So in your introduction, you want to briefly
describe your community, the current role of the library, and
the purpose of the proposed grant project as it relates to a
specific need. And here is one example. Our native Hawaiian
grant project is designed to enhance the knowledge of history
and culture in our community. In our needs assessment, both
children and adults wanted to learn about our history through
engaging hands on informal methods that integrate an
intergenerational community building approach. In the
assessment of needs, look at what type of assessment was
conducted to identify this need as a priority for the library.
Why do you consider your approach to be the best solution to
meet the needs of the targeted audience? For example, we
conducted a needs assessment in March 2014 that involved, bing,
bing, bing.
     Two, it was determined that a top priority in this needs
assessment was ... and last, we have tailored our project to
meet this need in the most efficient, most comprehensive way by

integrating early is different types of programs and approaches that our community has indicated an interest in, and which represent current best practices relating to ... so on. Under project goals, look at what goals do you want to achieve at the end of the project period. In other words, what new knowledge, skills, attitudes or behaviors do you expect to see in your audience.

How will it specifically best benefit the individuals or groups that you observed? So more examples as a result of our project, community members will be able to access our collections on line, and find the information they need in a timely manner. Families will read together more frequently, and parents/care givers will know how to teach their children literacy skills at home in a fun and engaging way.

Community members will report that their knowledge of local history and culture has significantly deepened. And under expected results, you can describe the products and tools that you will develop to meet these goals. For example, formal and informal workshops on local history and traditional crafts.

A specialized collection focused on local history and culture, including oral interviews of our elders, a series of lectures by leaders and informal discussions based on resources in our new special collection. A bilingual digital book of local and family history by community members illustrated by local artists. Other project design.

For each project goal describe the specific resources you will need to achieve success, including permanent staff expertise and time commitment, temporary staff, consultants, materials, equipment, training, technology, partners, et cetera. Also describe how you will carry out the activities and services that you have planned in order to ensure your project's success. Develop a time line of activities for each goal. So here is an example of project design. Your goal is to provide parents/care givers with the tools and knowledge to support K-8 literacy skills at home.

First, our staff will receive training from a nationally recognized program. Who what, when and where? I will spare you calling out the four Ws each time. We will hire a part time literacy coordinator who will receive specialized training. Next, we will purchase appropriate materials for literacy workshops for adults and care givers. After that, we will include books, fun exercises, games and hands on projects in literacy backpacks for children.

Finally, we will create a check out system for the literacy backpacks and at regular intervals we will solicit feedback from program participants to see what we are doing right and what we need to revise. So be sure to keep in mind

that project design may include digital content, and if it does include plans to create digital products, you must provide evidence that you have considered key inventory needs, technical requirements, and access issues relating to your digitization project. For projects with digital content, the digital content supplementary information form is a required document. And I would encourage you if you have any doubt, contact us or just go ahead and fill out that form because it is essential, and it could block your application from proceeding through considerations, however, when you fill this out, you should only fill out questions relevant to your specific questions. Other questions you can omit, but just put not applicable, N/A.

A hint we give to people is it's a good idea to look for partners with shared resources under your project. And for evaluation, how will you know whether this project was successful? How will you know that knowledge, skills, attitudes or behaviors have been changed in the target audience? The answer will be in the power of the stories that you hear from participants when you ask what has changed for you, or how has our project made a difference in your life? How will you measure it? What information will be collected during the project to compare with the baseline data to determine these changes? How often will you select it? What data sources will you use and data sources can include interviews, surveys or informal feedback.

During the project what interim bench marks will be established to insure that the project stays on track? For dissemination, describe specific methods by which information about project results and lessons learned will be shared both locally and nationally with the native Hawaiian community and the library field. Both under local, it may be radio, newspaper, TV out lets and community meeting venues to get the word out to the community.

On the national scale, you may want to think about state or national conferences, national publications, websites or blogs, et cetera, to get the word out to a broader audience. Under sustainability, we would like you to describe your plan to sustain project activities and results beyond the period of federal funding. What specific viable alternative funding sources are you considering? So you may want to spell out other federal agencies, local foundations, foundation center resources, fundraising opportunities. Be specific to show that you have done your homework. Who would fund this type of activity? And budget, what will it all cost? What do we need? Why do we need it? Salaries and wages, fringe benefits, consultant fees, travel, and this should be project related only, supplies and materials, services, other costs. Will the

organization or any partners be able to provide some cost sharing to show it's commitment to the project? It isn't required in this program, but encouraged. If included, evidence of meeting the proposal cost share is required in financial reports. Now, you need to got on and complete the detailed and summary budget forms and budget justification. Other required documents include the one page abstract. Write this last when you really know what you are doing. And answer these questions, what is the budget and time frame for the project? What community need will the project address? Who is the intended audience for the activities? What will be the specific project activities, results, and tangible products? What are the intended outcomes for audience members in terms of measurable changes in knowledge, skills, attitudes or behavior?

You also need to complete the program information sheet that's an IMLS form, the schedule of completion, there is a sample in the guidelines. A list of key project staff and consultants, and resumes of key project staff and consultants. Traditionally required documents include federally negotiated indirect cost rate, not required if 10% administrative fee is requested. Partnership statement, if there are formal partners in your project. And a digital content supplementary information form, and, again, only fill out the sections that apply to your specific project, omit the others. The sworting documents think about letters of commitment from consultants, partners are other groups you will work with.

Letters of support, long range plan, vendor quotes for equipment, furnishes, other large purchases, equipment specifications, summary of needs assessment findings. Some of the gaps and pitfalls that we encounter and the reactions that we get from our reviewers, you can see on this slide. There is no practical plan for sustainability, reviewers say I don't see how this will have any long term impact.

No evidence that the community has had input into this project. Trying to do too much, vague or incomplete responses to review criteria in the narrative section. No, or only weak supporting documents. And I just point out the last example we give here, the support letters are all exactly the same, just signed by different people. This is a real problem when reviewers see this come through. Instead of having tailored letters of support that are clear indications that the people know what they are supporting. So before you submit the application, get some feedback and do revisions. Ask two or three people who are not involved in the grant to read the proposal and provide feedback on ideas, structure, and grammar or spelling. Consider their feedback and revise accordingly. Proofread your final version carefully and use spell check

feature. Coordinate with administration to submit all
application components through grants.gov before the deadline.
And remember, with grants.gov it's critical that you submit
through grants.gov by the guidelines. IMLS can only consider
those proposals submitted that way. All proposals have to be
complete. Grants.gov will not accept proposals or applications
with missing required documents. Applicants must have a current
DUNS number and SAM.gov registration. Applicants must have a
current grants.gov registration to submit an application.
Believe me, registrations cannot be done at the last minute. It
can take weeks to process, and that cannot be waived by IMLS.
So if you can't submit by grants.gov, you are out of the running
for this cycle. Just to go over the review process,
applications must be submitted via grants.gov, April 1, 2015,
that's 11:59:00 p.m. Then they go through an eligibility and
completeness check. They are sent out for field review, we do
review processing and analysis and final funding decisions are
made by the IMLS director or acting director. We have an
announcement in August contingent on the availability of funds
and projects start October 1, 2015.
        Do you have any questions or comments for us? You can
just type them you can just type them in the chat box at the
bottom your screen.
     If you don't have any questions, then I will just direct
you to the link here for our website, and for the notice of
funding opportunities, the second link. Our names, again, James
Lonergan.
     >> And I'm Mary Alice Ball, and the email you can use to
get ahold of us is NHLShelp@IMLS.gov. We thank you for
attending our webinar today.
     >> Yes, thank you very much. And please do let us know if
you have any questions at all.
     >> Yes, we are getting a question, will the presentation be
available on line? Yes, it will, you should be getting a link
in your email and it will be posted within the next day or two.
Once we get the captioning taken care of.
     >> Thank you.
     >> Bye-bye.